

Holy Cross Catholic Multi Academy Company (MAC)



Achieving together in faith

Assistant Leader of Science

Application Pack



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Applications must be made via the My New Term jobs portal.



Holy Cross Catholic
Multi Academy Company
Achieving Together in Faith



May 2025

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Assistant Leader of Science** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on **My New Term**. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

The closing date for receipt of applications is by midday on Thursday 15 May 2025.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

A handwritten signature in black ink that reads "Boyle".

Mrs Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School



Bishop Ullathorne Catholic School
Job Description

Job Title:	Assistant Leader of Science
Salary:	Mainscale from £31,650 to UPS £49,084 with TLR £5,644
Responsible to:	Head of Science
Liaison with:	Pupils, Teaching and Support staff

Introduction:

Due to the relocation of the current postholder, the Governors of this high achieving Catholic 11-18 school wish to appoint an outstanding colleague to work as Assistant Leader of Science within our supportive school community.

The successful candidate will:

- be committed to the achievement and well-being of all students
- be an excellent classroom practitioner
- have the ability to inspire and motivate
- have high standards and expectations.

Bishop Ullathorne Catholic School is part of the Holy Cross Catholic Multi Academy Company along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools which are all located in Coventry. Our Academy moto is "Achieving together in Faith".

We have a fantastic commitment to professional development and believe that the right person can make a real difference. We spend dedicated time on professional development through pedagogy led sessions, breakouts, coaching and other professional activities.

All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people.

Job Description:

Teaching and Learning

- To manage student learning through effective teaching, in accordance with the department's schemes of learning and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
- To set homework regularly, in order to consolidate and extend learning and to

encourage students to take responsibility for their own learning.

- To work with Special Educational Needs and disability (SEND) and Gifted and Talented (G&T) staff, and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a subject team member to improve the quality of teaching and learning.
- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.
- To register the attendance of students in class.
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be responsible for the processes of monitoring, assessment, recording and reporting for students in your charge.
- To contribute toward the implementation of Individual Support Plans, particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To mark students' work and give appropriate and constructive feedback.
- To systematically assess students' work and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures, and prepare and present informative, helpful and accurate reports.
- To communicate with parents and carers students' progress and participate in departmental meetings, parents' evenings and whole school training events.
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

Subject Knowledge and Understanding

- To have a thorough and up-to-date knowledge and understanding of the national curriculum and specifications for examination courses.
- To comply with all Examination Board regulations in regard to the teaching of examination subjects and the completion of coursework/controlled assessments.
- To keep up-to-date with research and developments in teaching and learning.

Professional Standards and Development

- To be a role model to students, through personal presentation and professional conduct.
- To establish effective working relationships with colleagues.
- To manage the work of support staff to enhance students learning.
- To liaise effectively with parents/ carers and with other agencies with responsibility for students' education and welfare.
- To strive for personal and professional development through active involvement in the appraisal system and performance management procedures.
- Contribute positively to the extracurricular life of the school and to be aware of the need for the school to play a full part in the local community.
- To maintain a working knowledge and understanding of teachers' professional duties, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To contribute to the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

	<ul style="list-style-type: none"> • Ability to lead initiatives, support the process of change and work effectively in a team. • Secure commitment to a clear aim and direction for the subject. • Understanding of particular needs of students with SEND. • Awareness of factors affecting language and learning across the curriculum. • Knowledge/ involvement in cross curricular initiatives/ projects or whole school developments. • A willingness to contribute to extracurricular activities 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Personal Qualities	<ul style="list-style-type: none"> • A commitment to the vision of our school and to the academy as a whole. • A commitment to inclusive education. • Ability to form good working relationships with students and staff. • High standards and expectations. • Ability to use student assessment data to raise achievement. • Outstanding communication skills. • Reliability and integrity. • Enthusiasm for the subject. • Ability to use own initiative. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Attitude and Motivation	<ul style="list-style-type: none"> • Genuine interest in young people. • Patience, good sense of humour and ability to keep things in perspective. • Conscientious. • Diplomatic and professional. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	<ul style="list-style-type: none"> • Resilient and adaptable. • Ability to work flexibly and outside of normal working hours, when required. • Keen to learn and to undertake training. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
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Bishop Ullathorne Catholic School

Our Science Department

Our Science Department provides scientific experiences for all students through a variety of context. These experiences help the students to acquire the scientific skills and understanding they need as they journey through their life and future career.

Our department currently consists of nine teachers, all of whom are science specialists, and two science technicians. We are a forward-thinking and innovative department. The team dynamic is very strong with a great team spirit. We have a wide ranging enrichment programme and the department is highly respected, both within our school and within the wider teaching community. We are very well supported by our school leadership team and support staff, including teaching assistants and administrative staff, all of whom contribute to the successful running of our department.

The department is very well resourced. Each member of the department has their own teaching room with an interactive whiteboard. A wide range of other resources and equipment is available to support practical and investigative teaching approaches, including a discrete science ICT media suite.

Students achieve high levels of success at all Key Stages and the contextual-value added is positive. The subject is increasingly popular with Sixth form students and the department is always open to new curriculum opportunities and enrichment activities.

Science at KS3

Students are encouraged to develop their scientific thinking skills through a variety of activities and learning activities. Our KS3 schemes of learning are based on the QCA programmes of study supported by Oxford Smart Activate resources and various STEM challenges.

Science at KS4

The department is very excited by the opportunities available now at GCSE. Currently, we deliver AQA Combined Science Trilogy to the majority of the students with the rest taking the three Sciences separately.

Professional development and support

The department is committed to the professional development of all its members so colleagues are regularly encouraged to attend external and internal courses. As a new member of the department, you would be mentored in a supportive and open environment

within the department. You would also benefit from our school's Induction Programme for teachers and receive regular advice and guidance from a member of our school leadership.

Thank you for taking the time to read the information. Should you have any further queries or questions, please do not hesitate to contact me.

William Ballard
Head of Science

Why work at Bishop Ullathorne?



Ofsted 2024: *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos and it contributes to why so many have very good attendance.”*

Teacher

“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”



Senior Teacher

“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”

Year 8 Student

“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”